* Audience Profile Sheet for Report Decisionmaker

# Who Is Your Decisionmaker?

1. Decisionmaker’s Name (including honorific, if applicable):

2. Decisionmaker’s Business Mailing Address:

3. Links to Information about Decisionmaker:

1. Link 1
2. Link 2
3. Link 3

4. Decisionmaker’s Job Title:

5. Education:

6. Professional Experience (including areas of competence or expertise):

7. Job Responsibilities (including how the report will help them accomplish their job):

8. Personal Characteristics:

9. Personal Preferences:

10. Cultural Characteristics:

# Decisionmaker’s Relationship to the Topic

1. Attitude Toward You (the Writer):

2. Knowledge of the Topic (or related to the topic):

3. Attitude Toward the Topic: